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THE DENTAL ASSISTANT



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JOURNAL OF THE AMERICAN
DENTAL ASSISTANTS ASSOCIATION

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PARLIAMENTARY PROCEDURE "A Meeting—Right and Wrong"

JULIETTE A. SOUTHARD

(The following was presented before a special session of the A. D. A. A., September 11, 1940, at Cleveland, Ohio, by our beloved Founder and Parliamentarian, Juliette A. Southard, called to her Eternal Rest, November 12, 1940.)

ONE of the main reasons for using Parliamentary Procedure is to save time and avoid confusion. When there is no "law and order" applied in meetings, members are inclined to speak across the floor to each other; irrelevant discussions are entered into; meetings drift along into late hours; members lose interest and stay away; the presiding officer is much embarrassed and eventually loses the respect of the members who are informed on the proper conduct of meetings; and altogether, the meeting instead of being interesting and helpful, turns out to be a waste of time.

One well known Parliamentarian has said, "The principles of Parliamentary Law are: Justice to all; Courtesy to all; One Thing at a time; the Rule of the Majority; and the Rights of the Minority." Robert's Rules of Order are usually those used in every organization for reference by its officers; however, there are a number of less complicated manuals written by competent parliamentarians, that are easier to study by the average member of a society. Every member should have at least elementary knowledge of parliamentary procedure, especially if they aspire to hold an office of any kind.

Parliamentary Procedure is devised to make possible the smooth running of any society; it does not contemplate excessive formality, and it should be used with common sense and understanding. While Majority rules, the Minority must have the right to debate, but debates must be held with decorum and under the proper rules which control the presentation of any business to be discussed.

I believe that every society should have a class on Parliamentary Procedure, and above all else, one meeting should be devoted to the study and understanding of their constitution and by-laws, as many members have no idea as to what they constitute. I am outlining below how the ordinary meeting should be conducted.

Start with the opening of a meeting, as this is the first order of business in any society. When a quorum is present, immediately open the meeting, do not wait for any officer that may be late in arriving, as the presiding officer can always appoint a member to take the officer's place pro-tem, until she arrives. To open the meeting, the Chair raps the gavel once, a good sharp rap; she does not stand playing a "tattoo" with the gavel as I have on occasion seen presiding officers do. When the assembly is at attention, the Chair says: "The meeting will please come to order." Then she proceeds to the roll call, saying, "The Secretary will call the roll." When this has been done, the Chair says, "The Secretary will read the minutes of the previous meeting." When these have been read, the Chair says, "You have heard the reading of the minutes. Are there any corrections?"; pauses a moment, and if no corrections are made, she says, "There being no corrections, the minutes will stand approved as read." Should corrections be made, the Secretary must note these carefully, and the Chair says, "The Secretary will make the correction (or corrections). Are there any further corrections?" A pause, and if no others are made, the Chair says, "There being no further corrections, the minutes will stand approved as corrected." To correct minutes, nothing is erased from the transcription read by the Secretary before corrected. A red ink line is drawn around the part corrected and the correction as made is written in on the margin of the minute book in red ink.

The next order of business is usually a statement from the Treasurer, which the Chair calls for, saying, "We will now have the Treasurer's statement (not report). The only time a report is called for is at an annual meeting, after the Treasurer's books have been audited; or, if the society happens to have a quarterly or semi-annual audit of their books, according to a provision in their by-laws; otherwise the condition of the financial status of the society is only a statement, and that is the term used when it is called for. When it is the proper time for a report, the report of the auditor, or audit committee, is read first, then the Treasurer's report, and the motion for acceptance of same is on the auditor's report, which duly seconded and carried automatically adopts the Treasurer's report.

Next in line, the Chair usually calls for whatever the Board may have voted on that which must be brought to the attention of the society, saying, "Has the Secretary anything to bring from the Board of Directors (or Governing Board, or Executive Board, etc.) to the meeting?" Then the Secretary reads such resolutions, recommendations, or other business that the Board has voted on to come before the society. The minutes of the Board of Directors must never be read to the society, they belong to the Board, and as such should only be read to the Board. This also applies to any other minutes, outside of the society's minutes, as no group has the privilege of passing on any other group's minutes. If there is nothing to come before the society from the Board, when called on, the Secretary says, "Madame President, there is nothing from the Board to come before the society," or simply "No, Madame President." If any recommendations, resolutions, or other matters must be presented from the Board for action by the society, these are taken up and acted upon in sequence.

Following the call by the Chair for business from the Board, comes the reports of committees, and these should be in writing; especially is this obliga-

tory for the annual meeting. Then if any old business has been left over from the preceding meeting, this is cared for. The Secretary is responsible for calling this to the presiding officer's attention, as she has written up the minutes and knows what was done or left undone at the previous meeting.

Then the program usually follows, and it is quite in order for the presiding officer to call on the Chairman of Program to present the speakers and their topics; but the presiding officer should thank the speakers at the close of their talk. A nice thing to do is to have a rising vote of thanks for this purpose, which can be moved by one of the members (it does not need a second), or if the members are not on their toes and one of them does not make such a motion, it is quite in order for the presiding officer to say, "I will entertain a motion that we give Dr. Blank a rising vote of thanks." The motion made, she then signals with her hands and the assembly rises. Do not rise until signaled, or be seated until signaled, as you must give the presiding officer time to say, "Dr. Blank, the members tender a rising vote of thanks to you in appreciation of the splendid talk you just have made," or a similar gracious remark.

Adjournment should always be made by motion, duly seconded and carried, and the members should remain seated quietly until this has been done, and the Chair has said, "I now declare the meeting adjourned." The Secretary places the time of adjournment in her minutes, and also the time at which the meeting has been called to order at the very beginning of her minutes.

Here are a few DON'TS for presiding officers:

Don't fail to begin the meeting on time as soon as a quorum is present.

Don't fail to rap the gavel if any of the members speak across the floor, especially if a speaker is giving his talk or another member has the floor.

Don't fail to ask a member to rise and address the Chair, if he fails to do so when he has something to say.

Don't say, "Will someone second the motion." If a second is not immediately forthcoming, say, "Is there a second to the motion?"

Don't say, "Those in favor of the motion will signify it in the usual manner." Say, "Those in favor will please say aye."

Don't say, "Those who are contrary (or contrary-minded) will say no." One may be opposed to a motion without being contrary.

Don't say, "Those opposed have it." Say, "The motion is lost."

Don't under any circumstances entertain a motion that a member cast a unanimous ballot. Ballots are intended to be secret and to allow a free expression of every member.

Don't say, "I think, I appoint, It is my opinion"; say "The Chair thinks, The Chair appoints, It is the opinion of the Chair." Leave the pronoun "I" as much out of your presiding as possible.

Don't remain seated when calling a meeting to order, or while conducting any other business of the meeting; but don't remain standing when another member has the floor.

Don't allow the meeting to drag; with courtesy and tact you can expedite business, even to letting a speaker know he has exceeded his time limit.

Don't talk too much. If you wish to speak to a motion, have your vice-president take the Chair and speak from the floor.

Don't pound with the gavel to secure quiet. One sharp rap is sufficient. Poise, dignity, and personality will always ensure a dignified, well-conducted meeting.

And, here are a few DON'TS for Members:

Don't immediately begin to speak after having addressed the Presiding Officer; give her time to recognize you.

Don't say, "I make a motion," "I move you," "I want to make a motion"; say "I move to," or "I move that," and never make a motion in a negative form.

Don't enter into conversation with a member who may have made a motion,

or presented a suggestion, etc., to the meeting. Always address your remarks to the Presiding Officer.

Don't speak of a member by name, but indicate her by some other expression, such as "The previous speaker," "The member from . . .," "The member on my right, or my left," "The delegate from . . . or the alternate from . . ."

Don't interrupt a member who is speaking, or an officer.

Don't fail to sit instantly if a member rises to a point of order while you are speaking, and don't fail to sit immediately if you are one of a number who have arisen to address the Chair, and have not been recognized.

Don't forget that every member of a society is on a par with every other member, where the society's business is concerned.

Don't fail to address the Presiding Officer, and this also should be done by all other officers and chairmen of committees, prior to proceeding with anything they have to say in the regular conduct of their routine business.

Don't leave a meeting without asking the Presiding Officer's permission.

Don't pass between the Presiding Officer and the assembly.

Don't sign your name as "Mrs. Blank," or "Miss Blank," but as "Mary Blank," and place the Mrs. and initials of husband, or the Miss in a parenthesis.

Don't ever sign a document or report with the typewriter; sign in longhand, and if you wish to clarify your handwriting, then you can type your name underneath.

Don't fail to phrase whatever you have to say in the clearest and most concise terms possible, and speak loud enough so that everyone in the room can hear you. Also use the best English at your command.

Don't forget that all rules of Parliamentary Procedure are in accord with good sense, courtesy, and good breeding.

The following are some questions, with answers, that have come to my attention at various times:

Q. Does a society cease to function be-

cause it recesses during the summer?

A. No, a society never ceases to function unless disbanded.

Q. Is an election void because one of the candidates does not vote?

A. No, an election is decided by the majority voting, of the membership present at the meeting set by the by-laws as the Election Meeting.

Q. Is an election void because a member does not vote?

A. No, it is a member's privilege to vote or not to vote.

Q. Should a candidate vote for herself?

A. Certainly, if a member allows her name to be nominated for election to an office, she should vote for herself, as it is taken for granted she desires to be elected. Besides, it takes two votes to overcome one for the opposition, if any.

Q. If a member does not attend meetings of a society, should her dues be refunded?

A. No, dues are not paid for attendance at meetings, but for the support of the society, and once a member always a member, unless expelled for good reason, or a resignation has been accepted.

Q. Are Honorary and Associate memberships transferable from local to state, and state to national associations?

A. No, only active memberships progress from the lower to the higher associates. Each association creates its own honorary and associate members.

Q. How are the officers seated on the dais?

A. The President in the center; the Secretary at her right; the Vice-President at her left; the Treasurer at the left of the Vice-President, or at the right of the Secretary, depending on the size of the dais. If the dais is very large it is courteous to place thereon the distinguished guests and speakers, or they can be placed in the first row of the assembly, in the center. Always recognize those who have been prominent in your society as past officers, and place them in a prominent position if possible.

Q. Where does the Parliamentary sit in meeting?

A. At the right of the Presiding Officer, a little to the rear if dais permits.

Q. Where should the American Flag be placed? Flags of other nations?

A.. Always at the right of the Presiding Officer. Flags of other nations are placed at the left.

Q. Is it illegal for a non-member to wear the emblem pin of the association?

A. No, but it is very bad form, and no self-respecting former member would continue to wear the emblem of an association of which she is no longer a member.

Q. What is a proper Constitution and By-Laws?

A. One which is concise and contains the essential rules for the proper functioning of the society. A constitution should only contain the following: name; object; qualification of members, officers and board; finances; annual meeting; how to amend the constitution. In all, seven articles will be found sufficient. The By-Laws follow the Constitution and explain how the provisions of the Constitution shall be carried out. All constitutions must agree with the state laws.

We are all members of our respective associations for educational purposes primarily, and to raise the status of dental assistants. Let us conduct our business as expeditiously as possible in accordance with the rules adopted for our guidance; and the social aspects of meetings should be deferred until the close of the business in hand. We will profit more, we will have the respect of those members of the dental profession who may be present; and in agreement with a prominent parliamentarian, we will be "a good presiding or other officer, a good member, a good citizen, and a good neighbor."

IN UNION THERE IS STRENGTH

ARTHUR H. MERRITT.
M.S.D.D.Sc.D., immediate Past President.
A.D.A., New York, N. Y.

Presented before the First General Meeting of the Ohio Dental Assistants Association, Cincinnati, Ohio, November 26, 1940

MAY I, first of all, convey to you my congratulations and best wishes as you come together in this your first meeting as a State Organization. By such action on the part of your leaders you have taken an important step in the right direction. Progress in any calling depends in a large measure upon the united action of those who make up its membership. It is no figure of speech to say that "in union there is strength."

The first move in the transformation of dentistry from an occupation for livelihood into a learned profession was taken when in 1834 a few dentists in the City of New York came together to form the first dental society in the world. This was an epoch-making event out of which grew dental education, dental literature, and six years later a national dental organization. These were the foundation stones on which dentistry undertook to build its professional edifice. The important thing in all this, and the first step in professional progress, was the first dental society.

Without the incentive which it gave to the small band of pioneers, there would have been no coming together for the exchange of thought out of which grew all that has made for professional progress since that eventful day in 1834. That they builded better than they knew, no one will deny.

On the foundation which they laid, dentistry is engaged in building the superstructure. An important feature in that building, and one that has much to do with its success, is organization. Few groups in this country are better organized than is the dental profession.

You, as its co-workers, may well profit by its experience in your professional associations by organizing along similar lines as I know is being done to a certain extent. May I, therefore, indicate very briefly the steps by which this can be done and at the same time make your occupation a more effective agency for service, which is, or should be, the chief purpose in forming any organization.

In the larger centers where numbers permit, local societies should be formed where the members of your calling can come together for mutual improvement. To a considerable extent I realize that this has already been done. It is in the local society that local problems can be considered and the exchange of ideas takes place. It should be a sort of clearing house for the study and solution of those problems connected with one's daily work, as well as preparation for a wider field of usefulness. It is in the local society, too, that we come into closest association with our co-workers and gain that enthusiasm and inspiration so essential to success in one's work. Here also friendships are made among those engaged in a common calling—one of the most important assets in life. The wider one's acquaintance among those similarly engaged, the more interesting one's work becomes.

The next step in perfecting your organization and one which you have already taken is the State Society. Through it there is brought together in one group all those within the State engaged in the same calling. Each State is bound to have problems which are peculiar to itself and which cannot be solved by the local society or by those in any other State. It has to do with rules governing practice and which may be unlike those of any other State, also with educational institutions within its borders, having to do with its work. Most important of all, perhaps, is the opportunity which it provides for wider contacts with one's co-workers and the interchange of experience one with an-

other. These are essential to the best work in any field.

And lastly, there is the national organization which should comprise all members of the local and State societies. This again performs a function which cannot be performed by either of the other societies. It deals with the problems which are national in scope and provides opportunity for contact with one's co-workers in other States. Acting as the parent organization it is concerned primarily with activities, progress, and welfare of the entire group.

This, briefly, is an organizational setup that has done much to make more effective the work of the dental profession. It embodies the principles by which any group can organize for a more effective service. The dental assistant is essential to the efficient practice of modern dentistry. Without the assistance which she is trained to give, no dentist can carry on successfully. That this is generally recognized would seem to be proved by the fact that she is employed in practically every dental office in the country. The work of the dental assistant provides opportunity for a wide field of usefulness. There is almost no limit to the ways in which she can make herself indispensable in any dental office, assisting at the chair, in the laboratory, and at the desk. One of the ways in which you can add to the efficiency of your daily service is by affiliation with your Local, State, and National Associations. Attendance at the meetings which they provide will furnish you with a course of instructions such as you can obtain nowhere else. I cannot too strongly urge upon you the advantage of such membership. Without the educational opportunities which it offers, you cannot hope to successfully meet the responsibilities which you assume as a dental assistant. If you hope to succeed at your work, as every normal person does, no matter what his occupation, you must avail yourselves of every opportunity for growth. One of the most important of these opportunities will be found in the organiza-

tion representing your calling. Out of a long experience I can say unhesitatingly that no one thing has given me a greater satisfaction or contributed more to the success of my work than has my almost life-long membership in the organizations connected with my profession. Such, I am sure, will be your experience. And now, if I may for a moment step outside the limits imposed by the title of my brief address, I would suggest that you extend your interests beyond the boundaries of your work. To most of us, work makes up the major part of our lives. To it we give, or should give, the best that is in us. We should not, however, make work an end in itself, but a means to an end—namely, a full and well-rounded life. If we would do this, we will need to have a wide community of interest outside of our daily occupation, no matter what it may be. We should strive, now and always, to become familiar with all that is highest and best in art, music, and literature, not forgetting that life is "more than meat, the body more than raiment." These are the things which should give to the mind and spirit something of the perfection which is found in "finely tuned instruments that need only to be touched to give back noble and responsive melody." These are the goods in life's rich hand—the things which are more excellent.

580 Fifth Avenue, New York, N. Y.

IN MEMORIAM

In memory of Gertrude Engle, who passed away February 20, 1941. Gertrude was genuinely kind, a willing and loyal worker, and loved by all who knew her. We of the Cleveland Dental Assistants Association will miss her extremely.

So many gods, so many creeds,
So many paths that wind and wind
While just the art of being kind
Is all the sad world needs.

—Wilcox.

CLEVELAND D. A. A.

MORE AND MORE

MARY BUIE SMITH
President South Carolina D.A.A.

E DUCATION-Efficiency-Loyalty-Serv-ice. How they follow each other naturally, one growing out of the other, each one complementing the other! Anyone in any type of work might take our motto for his or hers. To know our work, to do it well, to be loyal, and to render as fine a service as we can, is almost as much as we can ask. This year, perhaps, we must ask a little more. A little more concentration on our educational program, a little finer loyalty, a sincere striving to render better service—all these for our own sake, for the benefit of the Association itself, and of those whom we serve as individuals and as groups.

For these are perilous times. This is a year when the antithesis of our ideal is a way of life—or death, perhaps—in so much of the world. This is a year when we wonder what the Summer will bring, or Fall—or another Spring. When the state of the National mind borders so closely on hysteria it would be well to have a mainstay, a calming influence, a sort of pattern to keep our lives in a well-rounded order. For we might become so absorbed or frightened by world affairs that we would feel reluctant to plan for the things which year after year are a part of our lives, and slip into a kind of static existence, or fill our lives with inconsequential things to shut out our fear. Our motto is such a pattern. Embodying as it does the breath of life and a stair rail to which we can cling as we climb—as important to us as women and citizens as it is to us as Dental Assistants.

Over and beyond our normal activities there is this year the “little more” which we must ask, not only of individuals but of groups, in every field of work, everywhere in the United States. We are not normally given to a great deal of flag waving, but when occasion arises we do it with our whole hearts, for our respect

for our flag and for all its background is born not of fear, but of love.

This year many of our Dentists are being called into active service, and while our membership may not be greatly affected we are bound to feel an added strain and a need to increase our efforts for the Association, holding on to each member, making her feel our need for her, and giving her something she cannot afford to do without. Hence, our program will serve for the stabilization of the individual, and the growth of the Association which keeps closely bound together a group of women engaged in a work which at all times is of great importance to life and health; a group of women who would be capable of rendering, in the event of a greater emergency, an inestimable service. Various local units are already engaged in Red Cross activities, and are being welcomed by executives who, as one of them expressed it, “are glad to have professional women who are accustomed to following instructions accurately.” There are so many things we can do in conjunction with the regular program of our organizations, things which will add to our knowledge and efficiency and will be, at the same time, a contribution to national defense.

So we follow the pattern, learning more and more, increasing our loyalties, and broadening our service. So, as surely as day follows night, we go forward and upward, no matter what the Summer may bring—or the Fall.

704 Florence Trust Bldg.,
Florence, S. C.

THE DENTAL ASSISTANT & PRACTICE MANAGEMENT

GRACE OLSEN

(Continued from March-April issue)

BILLHEADS should be made uniform with the other stationery. It is not necessary to have a billhead that is ruled like the double-entry ledger of a four

million dollar corporation. Patients pay little enough attention to bills without handicapping them with a clutter of useless information which makes it hard to find the amount he expects to pay the dentist when he gets it.

One other thing about letters. It is a vulgarity to flaunt personal accomplishments. All of you would make your own comment on the person who tells you, five minutes after you have been introduced, that he shook the hand of someone who shook the hand of Tom Mix; or that he attended the seventh Peggy Joyce wedding; or that his father has enough money to finance a small Balkan war, or that he (and Fred Astaire) are good dancers.

When answering the telephone speak distinctly, and pleasantly. Cultivate "a voice with a smile." Never be abrupt when speaking with patients over the telephone, and remember to say "Thank you for calling."

Be considerate of the doctor's time when making appointments. Arrange them so as to provide ample time for the performance of the dental operation. Here is a "helpful hint" that may save the dentist many footsteps. Make a list of the day's appointments and place it within convenient reach in the operating room. In this way the dentist will have his daily schedule at a glance.

All of these things, to be sure, are little things. But it is the dental assistant's job to do the little things in a dental office and to do them well. If she does this she leaves her employer's time for the more important task of performing dental operations. This cannot but reflect itself in an active, profitable practice. And a profitable practice, in short, is as much a tribute to the efficiency of the assistant as it is to the proficiency of the dentist. Both draw from it the rewards they are entitled to on the basis of their efforts.

Clean hands and a pure heart may not get you into Katharine Brush's good graces or into a Winchell gossip column, but they will, when added to a

little plain intelligence and a little hard work, make you more useful in the position in which you can serve not only yourself, but others as well.

100 West North Avenue,
Chicago, Illinois.

(Notice: We have been asked to publish the following letter for your information and consideration.—Editor.)

WILLIAM J. GIES ENDOWMENT FUND COMMITTEE

Journal of Dental Research
Office of the Chairman
350 Post Street
San Francisco, California

March 12, 1941.

To the Members of the Dental Profession of America, through the courtesy of the Editors of State Publications.

Gentlemen:

During the last two years, you have heard of our plan to raise an endowment fund for the Journal of Dental Research. The time has come in our professional lives when we should by this means demonstrate our own faith in our own efforts. Here is an opportunity for a concrete demonstration.

Surely, no one needs to have arguments presented as to the value of research. That is now quite well established and proceeding in a satisfactory manner. The great need at the present moment is means of making it available to readers. Hence the need of the Journal of Dental Research for financial support.

A campaign has been conducted during the past two years which we hope to culminate at the end of 1941, for a fund of Fifty Thousand Dollars. The financial statement as of February 1, submitted herewith, shows the present situation. If each member of the American Dental Association would contribute One Dollar, we would have our money. Each state has been solicited for a definite amount. Will you good readers join with the rest of your fellows in reaching your quota?

Cordially yours,

JOHN E. GURLEY, Chairman.

GENERAL STATEMENT

Amount solicited.....	\$50,000.00
Paid in to February 1, 1941.....	25,024.43
Unpaid balance.....	\$24,975.57
Pledges not yet paid or due.....	5,319.25
Balance yet to be raised.....	\$19,656.32

THE DENTAL ASSISTANT

MAY-JUNE, 1941

A JOURNAL FOR DENTAL ASSISTANTS DEVOTED TO THEIR INTERESTS AND EDUCATION

Bi Monthly publication of the A.D.A.A. Journal for Dental Assistants Devoted to their Education and Interests and to the Efficient Conduct of Dental Offices. Publication of all statements, opinions, or data, is not to be considered as an endorsement of same by journal or its publishers.

EDITORIAL DEPARTMENT

RESTYLING FOR SPRING

SPRING is the season for sprightly styles. The earth emerges from her drab winter cloak and comes forth in a bright dress of varying green. The countryside is resplendent with new leafy foliage and the city streets are made glad by fresh green lawns.

The home comes in for spring rejuvenation in the form of a new coat of paint on the outside and rearranging of furniture on the inside. Likewise, feminine fancy lightly turns from its necessarily dull winter costumes to the colorful ensembles that enchant from the shop windows.

The urge for spring restyling has been extended to THE DENTAL ASSISTANT. The Journal as a whole has been streamlined to standard size, and the May-June issue wears a new spring cover of bright blue. Its interior has also been rearranged and the inside and outside front cover pages have a new set-up.

The Contents page and the Editorial pages are differently arranged, and the article headings have been toned down to harmonize with the general restyling. The President's Page is a new feature starting with this issue. The Calendar of Meetings has been condensed to conserve space.

Educational text is in demand, and Virginia Schenck, of Miami, has been assigned to this task. Every effort possible is being made to meet this demand satisfactorily and completely.

As the earth, the home, and the feminine world attain a new birth at Spring, so the Journal has been reborn, but its innate spirit and motivating power remain the same. The spirit is progress, and the motivating power is the desire to keep our organization closely knit together through knowledge of our Association activities and mutual interests.

Simplicity and appropriate professional dignity will be maintained at all times.

All these, together with the new decor, should make our Journal a fitting publication to properly represent our worthy and progressive organization.

MOTHER AND FATHER

THE ideal home is a pleasant kingdom with Mother the Queen, Father supreme, and joyful children as satellites. If any of these elements are missing, the home is not complete.

In this chaotic world we Americans are grateful that our homes remain intact and for the doting fathers and mothers who made them possible. To show our gratitude we have set aside two days each year—one to honor father and one to honor mother.

Mothers' Day, May 11th, comes first, and rightly so, because it was she who gave us birth, her loving hands soothed our youthful sorrows and chased away our childish fears. She reigned with graciousness in our home and formed our lives with tender care. Her we ever adore and treasure as the Queen of our young lives and Guiding Star of our innermost hearts.

On June 15th we honor Father. He who loved our Mother and cherished us as only a father can, providing for our material welfare and thus making possible the home of our youth. Father was the King of our young lives—we worshipped him, patterned after him, and feared his just displeasure. We pay homage to him as the only king who reigns in the American heart, Father, the kindly potentate whom we adore!

THE VITAMIN HOUSE

SUCCESS in almost any field today depends upon originality. That our work offers possibilities for originality is evidenced by The Vitamin House devised by Eleanor Schuman of Milwaukee, Wisconsin. Colorful non-perishable foods comprise the miniature bungalow which is complete even to white slat fence and inviting flagstone walk.

The Vitamin House was first presented at the ADAA convention in Milwaukee in 1939; later at the mid-winter meetings of the Chicago Dental Society in 1940 and 1941; and at the recent meeting of the Wisconsin State Dental Society it won first place.

Members of the Dental profession have commented on it favorably. Public health workers and dietitians have been impressed and school teachers have brought their pupils to study it as an influence on diet.

Certainly Miss Schuman is to be congratulated for this unique presentation and others should be inspired to use their own individual talents to create similar original displays throughout the entire country.

PRESIDENT'S PAGE

To the Members of the A. D. A. A., Greetings one and all!

With this issue of THE DENTAL ASSISTANT, sincerest thanks is given our Editor and Business Manager, for the inauguration of this, the "PRESIDENT'S PAGE," as a means to bring before you the many activities of our association.

As there is much activity in our country today regarding National Defense and the future of our democracy, so also there is much astir in the Dental Assistants Association concerning its future development and progress.

Let us, first, be mindful of our Americanism, and thankful that we are Americans. As aides to humanity, let us do our part in assisting the Red Cross in their humanitarian work. Wherever possible, fellow members, join a Red Cross unit, or make up your own unit, and give generously of your time to this glorious cause. Many of you are already doing this noble work, but to those of you who aren't may we suggest that you too lend a helping hand.

It has come to our attention that in several parts of the country various agencies are at work trying to interest the assistants in forming unions. We earnestly request that you exercise every means available to ban any such steps in this direction, for we are definitely opposed to unions for dental assistants. We are a professional organization, and unions have no part in our make-up. If you are aware of such action in your district, kindly inform your trustee or send this information to the general secretary, Aileen Ferguson.

This issue of the Journal will carry messages from the various Standing and Special Committees. Kindly give these articles attention, and follow through with your usual prompt cooperation.

"TO LIVE IN HEARTS WE LEAVE BEHIND IS NOT TO DIE." Let us, then, "BE TRUE TO JULIETTE" by celebrating her birthday, September 25th in a more enthusiastic manner than ever before; let this day be a special reminder to us of the great good Mrs. Southard rendered the dental assistants of America.

All monies received from the Birthday Parties will be placed in the J. A. Southard Trust Fund; the disposition of this fund will be voted upon by the House of Delegates at the Houston meeting.

The celebration of our Founder's birthday takes place before the convention. We request that you make a special effort to have your party returns in hands of the treasurer, Ethel Whitenton, before October 15th.

"4,000 MEMBERS BY HOUSTON" is the theme song of the Membership Committee. A membership drive is put on not only to increase our roster, but to offer a means to every dental assistant to acquire greater knowledge of her duties. Invite your non-member dental assistant friend to become a member so that she too may share in the benefits derived from affiliation, and thus keep pace with the advancing development of the dental profession.

Soon there will be at your disposal, through your trustees and the general secretary's office, outlines for the drafting of Constitutions and By-Laws; also, a Secretary's Hand Book. Copies of these will be sent to the secretaries of each society, and additional copies may be secured by writing the general secretary.

Plan NOW to spend your vacation in the Lone Star State, October 27-31. The Convention arrangements, Transportation, Hotels, and Banquet Committees are formulating plans for the BEST Convention EVER, and you will hear from them soon.

LET'S PULL TOGETHER and make this an ADAA BANNER YEAR, with the largest convention attendance in the history of the association.

To each and every one of you, my grateful thanks, for your grand work.

HELENE F. MYERS, *President.*



HARRIET G. HAMANN, President

Oregon State D. A. A.
920 Selling Bldg.
Portland, Ore.

WELCOME TO PORTLAND to the PACIFIC COAST DENTAL ASSISTANTS CONFERENCE

One short year and a great host of Dental Assistants gather together to celebrate the first birthday of The Oregon State Dental Assistants Association, fittingly observed during the Pacific Coast Dental Conference, July 6 to 11—our official days being July 10 and 11.

All committees are working diligently and harmoniously to make this a successful meeting. All Dental Assistants and members of the Dental Profession far and near are cordially invited to attend.

Welcome to Portland—the city of roses—to Oregon, the land of paradise!

HARRIET G. HAMANN.

CONFERENCE DETAILS

For the first time, the Dental Assistants will have an opportunity to participate in the Pacific Coast Dental Conference.

Conference headquarters will be in the Masonic Temple which occupies one entire city block. Because of its nearness, the Roosevelt Hotel has been selected as the Dental Assistants' Headquarters.

The clinical program will stress every phase of dental assistant education. In addition to

table clinics, a dramatically illustrated presentation on "Reflecting the Personality of the Dental Office by Telephone" will be given by an outstanding authority on nutrition; a military expert's interpretation of the part we will play in National Defense; and a Tentative Clinic with its subject, "Personality," will be given by a popular author and commentator on this subject.

Each society in the Ninth District should be represented by at least one clinic and poster. It is only when each integral part puts forth its best effort that the whole can be a success.

Entertainment is also planned, including a bus trip to scenic Mount Hood and famous Timberline Lodge. Here you find beautiful trails, ski lift rides, and a real old-fashioned barbecue awaiting you. A formal banquet will terminate the convention with Dorothy Lickiss, Airna Chamberlain, and others, as guests.

Schedule your vacation for July, and plan a trip to Portland. Here beautiful scenery, mental stimuli, and a hearty welcome await you.

MADGE TINGLEY, Chairman, Local Arrangements; KAROLA PREER, Chairman, Transportation; VIVIAN C. TAYLOR, President, Portland D. A., and Chairman of Entertainment; LOIS LEMAY, Chairman, Publicity; GERTRUDE M. MOURET, Chairman, Clinics and Exhibits; PATRICIA O'HOLLAREN, Chairman, Program.



LUCILE DAWN WAUD, General Chairman

D. A. Sessions for Pacific Coast Conference
726 Medical Arts Bldg.
Portland, Ore.



Secretary's Corner

By AILEEN M. FERGUSON, General Secretary,
709 Centre Street, Jamaica Plain, Mass.

HONOR ROLL

ALABAMA D. A. A.
MASSACHUSETTS D. A. A.
NORTHERN CALIFORNIA D. A. A.
SOUTHERN CALIFORNIA D. A. A.
WISCONSIN D. A. A.

SECRETARIES: The ADAA Clinic Questionnaire is to be returned to this office by July 15, 1941. If a new secretary has been elected in your society, please make sure that this questionnaire and the Program Questionnaire reach her so that she can send them in on time. Program Questionnaires must be returned by August 1.

PRESIDENTS: Kindly make your reservations for the members of your society at the official ADAA headquarters hotel. All delegates and alternates must be paid members of the ADAA.

ADAA MEMBERSHIP DRIVE: A list of new members should be sent to the General Secretary by June 10 so that your society will be eligible to compete for the awards.

We are happy to announce the addition of two new constituent societies and six new component societies as follows:

SOUTHERN CALIFORNIA D. A. A.—President, Irene Brede, 3780 Wilshire Blvd., Los Angeles; Secretary, Elaine Broomfield, 6777 Hollywood Blvd., Hollywood.

WASHINGTON D. A. A.—President, Elizabeth Forsyth, 712 General Insurance Bldg., Seattle; Secretary, Dorothy Borgford, 215 Ballard Eagles Bldg., Seattle.

BURLINGAME-SAN MATEO D. A. A. (N. Calif.)—President, Gladys Spencer, 1205 Burlingame Ave., Burlingame; Secretary, Eleanor Iridio, 231 Second Ave., San Mateo.

BERKELEY DISTRICT D. A. A. (N. Calif.)—President, Frankie Carroll, Bank of America Bldg., Berkeley; Secretary, Florence Owens, Bank of America Bldg., Berkeley.

METROPOLITAN OAKLAND D. A. A. (N. Calif.)—President, Lee Bonfantine, 5280 Foot-hill Blvd., Oakland; Secretary, Eloise Penberthy, 2259 103rd Ave., Oakland.

NOTE: ALAMEDA COUNTY D. A. A. has been dissolved.

HONORABLE MENTION

FLORIDA D. A. A.
IOWA D. A. A.
LOUISIANA D. A. A.
MINNESOTA D. H. AND D. A. A.
NEW JERSEY D. A. A.
OREGON D. A. A.

DECATUR D. A. A. (Ill.)—President, Elizabeth Gorman, 850 Citizens Bldg., Decatur; Secretary, Esther Gneckow, 300 Standard Office Bldg., Decatur.

ROCKFORD D. A. A. (Ill.)—President, Sylvia Lundquist, 3015 Bildahl St., Rockford; Secretary, Jane Sully, 1208 Talcott Bldg., Rockford.

FIRST DISTRICT D. A. SOC. (Tenn.)—President, Louise Hurst, Elizabethton; Secretary, Allie Moore, Kingsport.

The following Independent Members are welcomed into the ADAA: Doris Nett, 5 Elm St., New Haven, Conn., associated with Dr. Richard McGuire; Mae Lavery, 750 Main St., Hartford, Conn., associated with Dr. F. R. Jones; Pearl Bennett Price, 804 Medical Arts Bldg., Roanoke, Va., associated with Dr. J. E. John.

New officers have been elected in these societies:

TULARE COUNTY D. A. A. (N. Calif.)—President, Lillian Marcellus, 151 S. E. St., Exeter; Secretary, Vera Mathis, c/o Dr. E. J. Ropes, Woodlake.

PASADENA D. A. A. (S. Calif.)—President, Ruth Allen, 407 Professional Bldg., Pasadena; Secretary, Hope Bartlett, Oak Knoll Bldg., Pasadena.

TRI COUNTY D. A. A. (S. Calif.)—President, Ruth Denhart, 3819 7th St., Riverside; Secretary, Geraldine Riggs, 403 2nd Ave., Upland.

DENVER D. A. A. (Colo.)—President, Lucile Heilman, 723 Republic Bldg., Denver.

FAIRFIELD COUNTY D. A. A. (Conn.)—President, Grace Boom, 17 Fieldpoint Rd., Greenwich; Secretary, Jennie A. Bridge, 1 Dearfield Lane, Greenwich.

DISTRICT OF COLUMBIA D. A. SOC.—President, Ellen Sweeney, 1726 Eye St., N. W., Washington; Secretary, Velda Rudolph, 808 H St., N. E., Washington.

ILLINOIS D. A. A.—President, Carrie Wishard, 604 City Hall Bldg., Rockford; Secretary, Ruthe Bolling, 25 E. Washington St., Chicago.

LOUISVILLE DISTRICT D. A. SOC. (Ky.)—President, Dorothy Dickey, 107 Greystone Apts., Louisville; Secretary, Martha Mann, 742 Starks Bldg., Louisville.

BATON ROUGE D. A. A. (La.)—President, Bessie Blouin, 404 Roumain Bldg., Baton Rouge; Secretary, Claudia Hebert, 500 Roumain Bldg., Baton Rouge.

SOUTH SHORE D. A. A. (Mass.)—President, Janet Harper, 36 Morton St., North Abington; Secretary, Greta Chase, 196 Main St., Brockton.

DETROIT D. A. SOC. (Mich.)—President, Maxine Ingraham, 16921 James Couzens Bldg., Detroit; Secretary, Jane Piersante, 8944 Tireman Ave., Detroit.

MINNESOTA D. H. & A. A.—President, Frances Bengston, 505 Lowry Medical Arts Bldg., St. Paul; Secretary, Marjorie Seidel, 648 Lowry Medical Arts Bldg., St. Paul.

ST. PAUL DISTRICT D. H. & A. A. (Minn.)—President, Dorothy Faltesek, 438 Hamm Bldg., St. Paul; Secretary, Ann Levenson, 1035 Lowry Medical Arts Bldg., St. Paul.

ST. JOSEPH D. A. A. (Mo.)—President, Mary McMillan, 200 Ballinger Bldg., St. Joseph; Secretary, Madeline Finch, 208 Physicians & Surgeons Bldg., St. Joseph.

NEW JERSEY D. A. A.—Secretary, Edith Storer, 16 W. Main St., Freehold.

ESSEX COUNTY D. A. A. (N. J.)—President, Irma Adams, 19 James St., Newark; Secretary, Vera Neuman, 33 Chestnut St., Livingston.

PASSAIC COUNTY D. A. A. (N. J.)—President, Frances Belling, 197 Market St., Paterson; Secretary, Irene Zeiner, 302 Broadway, Paterson.

NEBRASKA D. A. A.—Secretary, Ruth York, 919 First National Bank, Omaha.

CINCINNATI D. A. A. (Ohio)—President, Louise Abel, 1010 Madison Ave., Covington, Ky.; Secretary, Mary Meyers, 3197 Linwood Rd., Cincinnati.

CLEVELAND D. A. A. (Ohio)—President, Thelma Crooks, 13224 Shaker Blvd., Cleveland; Secretary, Sally McIntire, 3327 Broadview Rd., Cleveland.

COLUMBUS D. A. A. (Ohio)—President, Virginia Caley, 21 E. State St., Columbus; Secretary, Martha Tudor, 2158 N. High St., Columbus.

STARK COUNTY D. A. A. (Ohio)—President, Eva Mae Day, 504 City Savings, Alliance; Secretary, June Wycoff, 210 Mt. Union Bank Bldg., Alliance.

TOLEDO D. A. SOC. (Ohio)—President, Helen Cox, 714 Nicholas Bldg., Toledo; Secretary, Clara Reinlein, 443 W. Bancroft St., Toledo.

PORTLAND D. A. SOC. (Ore.)—President, Vivian Taylor, 1120 Selling Bldg., Portland; Secretary, Karola Preer, 1121 Selling Bldg., Portland.

GREENVILLE D. A. SOC. (S. C.)—President, Mattie Lee Cannada, 911 Woodside Bldg., Greenville; Secretary, Nell Mosley, 601 Liberty Life Bldg., Greenville.

OGDEN D. A. A. (Utah)—Secretary, Janet Woods, 1265 26th St., Ogden.

The following have had changes of address:

ADAA FIRST DISTRICT TRUSTEE, Beulah J. Nowell, 29 Commonwealth Ave., Boston, Mass. Societies in the first district, kindly make note.

WISCONSIN D. A. A.—Secretary, Eugenia Uttech, 123 N. Washington St., Watertown.

Change of name:

SHEVEPORT D. A. A.—Secretary, Jane Macpherson, 509 Ricou Brewster Bldg., Shreveport, La.

ATTENTION ADAAers

"4000 MEMBERS BY HOUSTON"

Someone said, "That can't be done," But Helene replied, "Why, that will be fun."

So we rolled up our sleeves and pitched right in,

And now we know we are bound to win.

Our Membership Drive is in full sway, Bring in new members, do not delay.

ADAAers, wherever you are, Hitch your wagon to that star.

"4000 MEMBERS BY HOUSTON"

and a star in your crown for each new member.

1941

ADAA MEMBERSHIP COMMITTEE

VERONICA KENNEDY, Phillipsburg, N. J.

JAYNE PACE NELSON, Portland, Oregon

STELLA RANGER, Detroit, Michigan

MARGARET LEEDOM, Lincoln, Nebraska,

Co-Chairman

VIRGINIA SCHENCK, Miami, Florida,

Chairman

TALKING IT OVER



(This department is under the supervision of EDNA M. JUSTICE, 631 Jenkins Bldg., Pittsburgh, Pa.)

You and I and hundreds of other dental assistants obtained our training in a very haphazard way. By this I mean that the very first day we went into a dental office we weren't exactly sure that we wanted to become dental assistants and we certainly weren't aware of all that dental assisting means. We have progressed in our work in exact relation to the amount of effort we put forth both in the office and in after-office-hour study. Survival of the fittest seems to be the rule in our profession.

We all believe ourselves to be efficient and I doubt if there is a one of us who doesn't sincerely try to do her best in her own office, but that isn't enough. Through organizations affiliated with the American Dental Assistants Association we have the opportunity to attend study classes, see fine clinics and hear fine speakers, but that isn't enough.

The time is coming rapidly when definite standards will be set for dental assistants. In some localities this problem has already been met. Throughout the country a realization of the need for good sound training in our field is becoming apparent. The persistent rise in the number of commercial schools for this training is sufficient evidence of this fact to keep us on our toes.

Are we, those of us who are now dental assistants and who received our training by apprenticeship, prepared to stand side by side with assistants who have received a good thorough training in a school for this specific purpose? Have we kept up with the times and are we well-fitted for this work we are doing?

PREPAREDNESS is the word of the hour and in using it I am not referring to the National Defense Movement but to our own particular problem. Are we prepared and if not how can we better prepare ourselves?

Sit down and take inventory. Enumerate the things about which you think a dental assistant should be informed. Start with the Reception Room, then the Business Office, Operating Room, Laboratory, X-ray Room and Dark Room. Break each of these general subjects into sub-topics and then you will find that each of the sub-topics can be further broken down into minute parts.

By this time you should be ready to make an outline of the duties of a dental assistant and know exactly how YOU stand. When you go to your next society meeting, take your outline. Each of the general divisions should be assigned to a committee chairman with as many committee members as there are general sub-topics to the subject.

Each committee should work through the summer months gathering material, specific instructions, scientific data on the subject and sub-topics which are assigned. Finally each committee should compile all this information into a typewritten looseleaf booklet to which new material can be added from time to time.

This then will constitute the plan around which all of your educational activities will function. In the future these booklets can be used in so many ways. First, it is important that all members become thoroughly educated in these various subjects. This can be done through study classes and discussions in small groups, and it might be well for each committee to meet and study the material prepared by the other committees until all members are well-informed.

Every few months as new members are taken into the organization, study groups should be organized by the old members using this material as a basis.

In time we can honestly say that our motto, "Education, Efficiency, Loyalty and Service," is being carried out to the letter, and each one of us will be able to conscientiously say, "I can stand by the side of the most completely trained dental assistant in the world and know that I have not only a fine background for my work but in addition to this, many years of experience in this my chosen work."

DOROTHY LICKISS,
Ninth District Trustee.

STAR OF LONE STAR STATE EDUCATIONAL COMMITTEE

HOUSTON — Texas' largest city—moves to welcome America's largest Dental Assistants' Convention. As you glide through the vast expanse of the largest state in the nation, miles of cotton and rice fields pass swiftly by.

On Buffalo Bayou nestles Houston, Texas, where the girls are working diligently to make the history of this convention as colorful as that of our beloved Houston—the city that lived under six flags.

Brought into being and peopled by men who assisted in the carving of the Republic, from her inception she was a town with a metropolitan spirit. Founded 105 years ago by J. K. and A. C. Allen, who named it for General Sam Houston, she has grown from a little town pitched with tents on a log-jammed stream, to a metropolis with the South's greatest skyline.

Friendly and hospitable—a gracious city—we invite you, Dental Assistants, to visit with us in HOUSTON, Star of the Lone Star State!

Thelma Parker,
716½ Broadway.

GET READY FOR HOUSTON!

From the Transportation Chairman, Isabel Bowie Holmes, comes the message that information regarding special group transportation to Houston will be forthcoming soon. This will be furnished directly to the Societies, but anyone interested in advance or detailed information is asked to please correspond with Miss Holmes, 1322 Hanna Building, Cleveland, Ohio.

Whether by train, by plane, or by your own power, the idea is to GO TO HOUSTON! Start saving your pennies now!

Your Educational Committee is at your service. Through education, we hope to better serve our employers and their patients, and in so doing, add our bit toward raising the standards of Dentistry itself. We will advance dental health and bring happiness to all mankind. Make 1941 an epoch year in our march of progress!

Each local organization should arrange monthly programs, obtain speakers of authority, hold round-table discussions, present clinics, make practical demonstrations, and conduct study courses. Plan the entire year's work now.

Regarding programs, secretaries, please send copies of your programs to this committee regularly. If you do not have printed programs, write a letter giving all details.

Societies located where there is a recognized dental school will soon receive material to aid in petitioning the Deans to institute courses for assistants. We now have four recognized and approved courses for assistants: Western Reserve University, Cleveland, Ohio; Northwestern University, Chicago, Illinois; North Pacific College, Portland, Oregon; and Los Angeles Junior College, Los Angeles, California.

This year we should add several more to that list. Make that our big objective for 1941. Our combined efforts will surely bring results.

Your Educational Committee is at your service—help it to serve you.

BEULAH CHALOUKKA, *Chairman*
1004 Sharp Building,
Lincoln, Nebraska

CLINICS AND EXHIBITS AT HOUSTON

In a few months we will be convening in Houston, and, of course, we want to make 1941 a banner year in the Clinic and Exhibit Section.

The posters exhibited in our booth are to portray the value of an assistant and the important part she plays in the advancement of health in dentistry. Each state association or constituent is entitled to one poster.

These posters must be 15 by 18 inches, preferably in color rather than in black and white. There have been posters in previous years that were disqualified because they bore the ADAA emblem or insignia, which is strictly barred. There were some of incorrect size. It is of mutual advantage if we have an idea of the number of posters we are going to have and if we receive them early. The booth is assembled on Sunday preceding the meeting, and all posters should be in the hands of the committee on that day. If the poster is mailed, address it to the chairman of this committee, care of ADAA Headquarters Hotel, Houston, Texas, and mark it "Hold." If it arrives a few days early it will be taken care of until it is delivered. We want the booth completely assembled when the judges start their work which is usually begun early in the week.

CLINICS

Due to limited space in the Clinic Hall, it will be necessary to limit our clinics to **TABLE DEMONSTRATIONS**. Societies are entitled to as many clinics as delegates. When preparing your clinic, keep in mind the points upon which they are judged, and plan your subject accordingly.

It is quite necessary that you fill out the questionnaire that you will receive in your society from the General Secretary and return it as early as possible. Be sure to state the actual amount of space needed. Please do not guess at it, but arrange your clinic and measure how many feet of table space it requires.

Each clinician is to furnish her own card, 3 by 5 inches; a white card with her name printed in black. If your clinician has mimeographed copies to distribute from her clinic table, see that there is no name nor address on them. We are listing a few ideas for clinics and we hope they will suggest ideas to you that you may have a most original demonstration:

DIME STORE DENTAL AIDS

(Finding useful articles for the dental office in a dime store.)

UTILIZING OLD OFFICE COATS AND UNIFORMS

(Showing useful articles made out of the discarded office coats and uniforms, such as small pillows, instrument containers, spray bottle covers, tray covers, quilted pads for the headrest, etc.)

ASSISTANT'S SERVICE TO THE PATIENT

(Paper handkerchief; receptacle for dentures and appliances; box of cotton to hold spectacles, also a cleaner for them; white lip cream; regular cleaning and polishing appliances and dentures by the assistant.)

ITEMS OF INTEREST

(Personal: individual powder puffs; new liquid cleansing pads; adequate light at the mirror; kleenex; white lip cream; hand mirror. Others: aquarium for fish or plants in the reception room; scrapbooks for children and for adults; photograph albums of child patients, etc.)

PET ECONOMIES

(Many little items or ways in which you may show economy in a dental office, especially prices on buying quantities of materials. Show the actual number of cents saved. This always attracts interest. Also show false economy in buying cheap materials.)

STOPPING THE SMALL LEAKS

(Show various things that are done in the dental office that could be changed to save the doctor's time and money. Here is where an assistant may be taught to take care of some work which the doctor is doing, so that she may save the doctor minutes and energy.)

KNOW YOUR INSURANCE

(Be familiar with your policy, and what it covers. Here may be a demonstration of policies carried by the office that may not cover all necessary items. The assistant should make a study of incidents that might bring about malpractice suits. For instance, did you know that using compound that was a trifle too warm for the patient's comfort might bring about a malpractice suit? Here also may be shown records of patients' visits and the importance of keeping accurate records of work done each time the patient makes a visit to your office. Stress the fact that there are usually some people who are looking for a way to get some easy money and a malpractice suit is one method they use.)

We are more than eager to help you further, if you will contact

YOUR COMMITTEE

MARGARET GARRIGUS

LOUISE HUBERT

FRANCES DRUMWRIGHT

KATHRYN DEAN

MARGARET C. SHARP, *Chairman*

People's Trust Bldg.

Jasonville, Indiana

**1941 JULIETTE A. SOUTHARD
BIRTHDAY PARTY**

Among our memories of Our Juliette, "Flowers for the Living" is a past, yet beautiful reality. How happy we are that we bestowed on this lovely little lady our blossoms of love and devotion. Now that she is no longer among us, her life seems even more symbolic of the firm foundation on which she patterned and built our ADAA.

What could be more commemorative than that we of the ADAA continue to honor our Founder's Birthday on September 25? "BE TRUE TO JULIETTE," for she was always true to you.

JULIETTE SOUTHARD**BIRTHDAY PARTY COMMITTEE**

IVA CRESWELL

VAUNIE GEERS

MALVINA CUERIA

RUTH PATSKE

AGNES ZWEIDINGER

LEE BONFANTINE

LOUISE LYNUM, *Chairman*

501 Frances Building

Sioux City, Iowa

DIDN'T ANYONE TELL YOU?

Why should we wear our National Pin?

My dear, I thought you knew.

It's an emblem of our chosen work

And of all the things we do.

Education, Efficiency, Loyalty, Service,

Are there so plain to see,

So the whole, wide world will know our aim

And what we are striving to be.

Do you have an A.D.A.A. Pin? If not, now's the time to have one. We should be proud to wear our pins every day—there so close to our hearts, showing that we love our profession and love our organization, which stands for "Education, Efficiency, Loyalty, and Service." If you don't have this fine emblem, mail your order for one RIGHT NOW to your State Secretary.

A.D.A.A. PIN COMMITTEE



Question Box

CLARA E. SMITH
1101 Medical Arts Building, Nashville, Tennessee

The following material is taken from the clinic given by the Georgia Dental Assistants Association at the ADAA Convention in Cleveland. Material for this department is always welcome.

STERILIZATION OF RIGHT-ANGLE AND CONTRA-ANGLE HANDPIECES

Because the methods previously used for sterilizing the dental handpieces have had such serious drawbacks and because many of the stero-lubricating oils are no longer accepted by the A. D. A., the following suggestions are offered as being quick, simple, and efficient.

DIRECTIONS

1. Place the handpieces in an enameled pan in which there has been placed enough vaseline to thoroughly cover the instruments.
2. Using an electric hot plate and an ordinary oven thermometer, allow the liquefying vaseline to reach a temperature of 212 degrees. At this temperature the vaseline will not give off an odor.
3. Turn off the current and let the instruments remain in the liquid about ten minutes. The handpieces are now positively sterilized.
4. With a pair of cotton pliers, lift the handpieces from the liquid and carefully shake off all excess. Polish with a clean towel, a paper towel is satisfactory, and use a pipe stem cleaner to clear away the excess from the shaft and lubricating hole.

As the handpiece cools, a thin film of vaseline will congeal upon every part of every gear, leaving the handpiece in perfect condition for smooth operation.

After a handpiece has been used for prophylaxis, it is a good idea to run it through a lacquer thinner before using the above method.

ADVANTAGES

- | | |
|---|---|
| 1. Smooth running handpiece. | 5. Time saved by lubricating and sterilizing in the same process. |
| 2. Sterile. | 6. No danger of rust. |
| 3. Lubricated. | 7. Economical. |
| 4. Without objectionable taste or odor. | |

* * * *

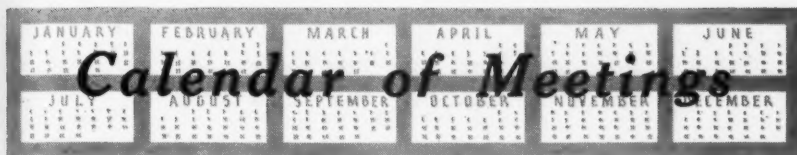
Wash the hands and rinse in cold water, shake off water and rub on a little vaseline, then dry thoroughly to keep them smooth and also to serve as a protection.

Apply a little vaseline to your patient's lips before the Dentist begins to operate (after removal of lipstick, if any) and you have done a kindness.

NOTICE

The final report of the 1940 Juliette A. Southard Birthday Party Committee will be published in the July-August issue of THE DENTAL ASSISTANT. This report will also include the Honor Roll. This extension is due to the closing date of the 1940 Party, which is May 15, 1941.

VIRGINIA SCHENCK, *Chairman*,
1940 J. A. S. Birthday Party Committee.



ELEANOR I. MARCOU

2941 W. McNichols Rd., Detroit, Michigan

All notices sent in to this column for the July-August issue must be in the hands of this Editor by June 1, and should be set up in accordance with the change effective in this issue.

CONSTITUENT SOCIETIES

DISTRICT OF COLUMBIA D. A. A., Washington, D. C. (place to be announced). 1st Monday and 3rd Thursday of each month.

GRAND RAPIDS D. A. A., Grand Rapids, Mich., at the YMCA, May 13; June, Annual Picnic (time and place to be announced).

LEHIGH VALLEY D. A. A., Easton, Pa., (place to be announced). Last Monday evening in each month.

LOUISVILLE DISTRICT D. A. A., Louisville, Ky., at Canary Cottage, May 12.

TACOMA D. A. A., Tacoma, Wash., at Lakewood Terrace Dining Room, May 1.

STATE SOCIETIES

(Annual Meetings)

May

GEORGIA D. A. A., Savannah, Ga., at Savannah Hotel (19-20).

INDIANA D. A. A., Indianapolis, Ind., at Claypool Hotel (18-19-20).

IOWA D. A. A., Des Moines, Iowa, at Hotel Fort Des Moines (4-7).

LOUISIANA D. A. A., New Orleans, La., at Roosevelt Hotel (1-2-3).

MISSOURI D. A. A., St. Joseph, Mo., at St. Francis Hotel (4-7).

OGDEN D. A. A. (place to be announced), (26-28).

SOUTH CAROLINA D. A. A., Columbia, S. C., at Wade Hampton Hotel (5-6).

TENNESSEE D. A. A., Knoxville, Tenn., at Andrew Johnson Hotel (11-14).

June

SOUTH DAKOTA D. A. A., Rapid City, S. D. (place to be announced), (15-16-17).

WISCONSIN D. A. A., LaCrosse, Wisc. (place to be announced), (8th).

July

OREGON D. A. A., Portland, Ore., at Roosevelt Hotel (10-11).

PACIFIC COAST CONFERENCE, Portland, Ore., at Roosevelt Hotel (10-11).

ONTARIO DENTAL NURSES AND ASSISTANTS

The members of the Ontario Dental Nurses' and Assistants' Association are celebrating their 10th Anniversary at convention May 19, 20, 21, in the beautiful Royal York Hotel, Toronto, Canada.

Miss Robina McMurdo of New York City, 1st District Trustee of the American Dental Assistants Association, will represent the American Association at our Annual Meeting.

MRS. FERNA L. COOK,
President.

MRS. MARION M. EDWARDS,
Founder, Publicity Convener.

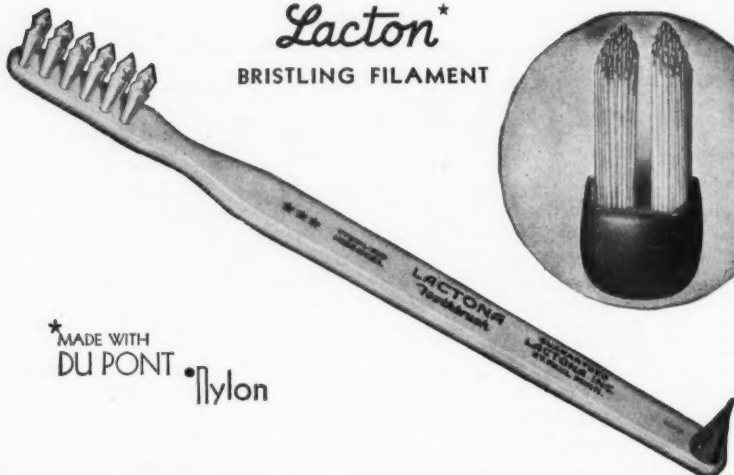
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The texture symbol on LACTONA Toothbrushes is not merely a label. There is a significant difference between each texture in stiffness, type, and color. By our adherence to exacting standards, the dentist has come to know LACTONA Toothbrushes as a dependable product of the highest quality.

LACTONA Tooth-Tip Toothbrushes

WITH *Lacton** BRISTLE

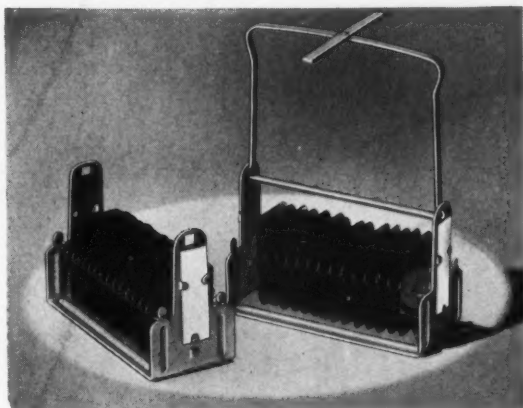
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No clips to mar the films, rust or break off. Films cannot become dislodged and fall to the bottom or rub the side of the tank.

Fits any size tank with $1\frac{5}{8}$ " or more inside clearance. It is the only holder made to develop 14 films in small 12 oz. tanks or individual jars or containers. A large $\frac{1}{2}$ gallon or gallon size tank is not necessary. Small containers deep enough to hold one holder are satisfactory.

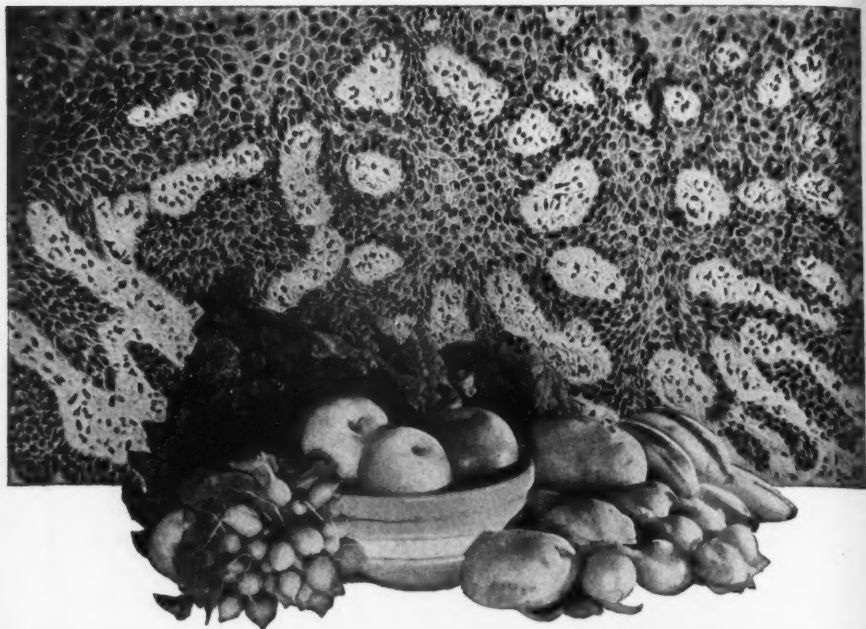
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IPANA TOOTH PASTE

Samples of IPANA speeded to you upon request.

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19 DA West 50th Street

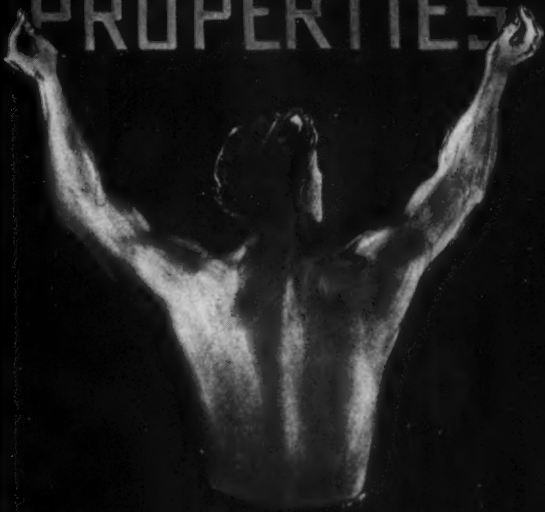
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3. Copies of "Those Artificial Dentures" . . . a booklet for the guidance of "new-denture" patients. Saves time and trouble of explanations which patients often forget.

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Just as the M.D.'s prescriptions for home-care are a constant reminder of the services *he* gives, so *your* prescription of PYCOPE Tooth Powder and Brush can be of twice-daily service to *your* patients. Ethical products, never publicly advertised, they represent your special knowledge . . . symbolize a sincere concern for your patients' well-being.

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TOOTH POWDER & TOOTH BRUSHES



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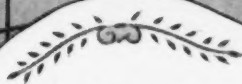
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